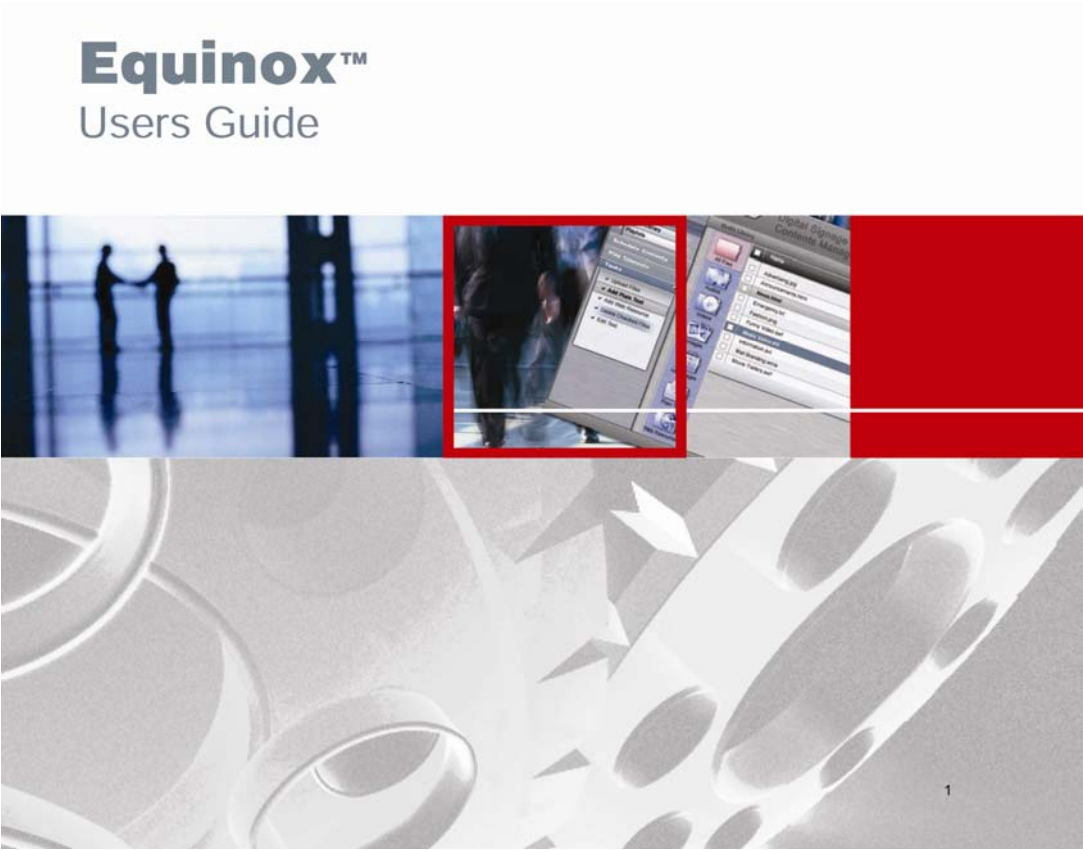




Equinox™

Digital Signage
Contents Management System



Users Guide

■ Welcome

Thank you for considering Equinox for Digital Media Network and Digital Signage needs.

Equinox is easy to understand and use. The Quick Start section will have you up and running in 10 minutes.

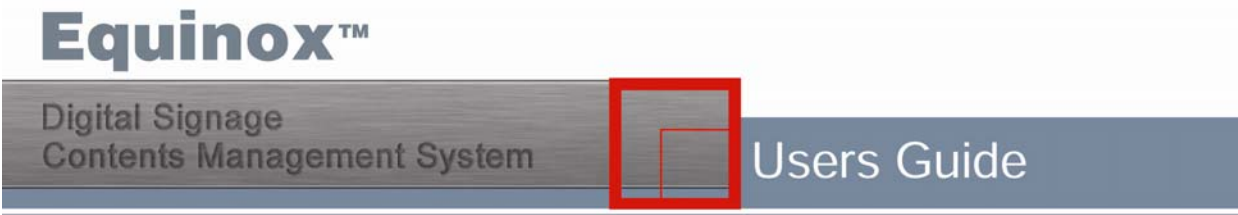
■ Quick Start

There are four sections to get a simple network setup and running. It will take approximately 10 minutes.

- System Management
 - ▶ Administrator Login
 - ▶ User Accounts Setup
 - ▶ System Settings
 - ▶ Logs
 - ▶ LogOut
- Create Contents
 - ▶ Upload and Import Media & Files
 - ▶ Create Playlist
- Schedule Contents
 - ▶ Create Layouts
 - ▶ Create Schedules
- Play Contents
 - ▶ Player Management
 - ▶ Assign Schedule
- Player Setup
 - ▶ Player Installation
 - ▶ Register Player
- Support
 - ▶ Telephone & Fax
 - ▶ E-mail

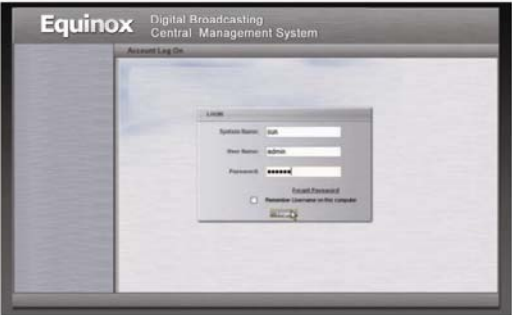
For the purposes of the quick start, we will install the software on one machine. This will allow you to import media and broadcast it in all one PC.

To add additional players onto signage network, install the software on each PC machine.

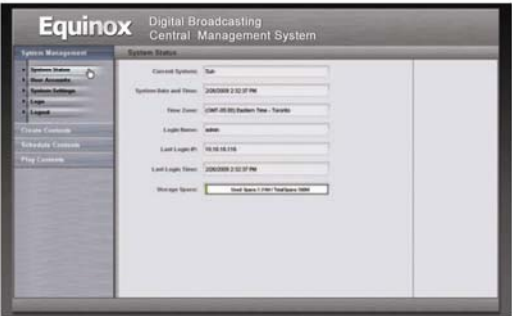


3. System Management

3.1 Administrator Login

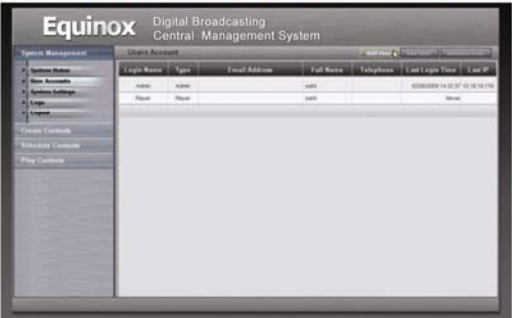


Enter the administrator user name, as well as a password to login to your account.



After logging in to your account, Equinox will start up and display a screen that shows the general information of your system status, for example current system, system date and time, time zone, login name which is the same as your user name, last login IP and login time, and storage space which indicates your usage of your storage space and how much you have left.

*3.2 User Account Setup (Admin Only)



Each User Account allows one user to authenticate to system services for the purposes of logging, security, and resource management.

To set up a user account:

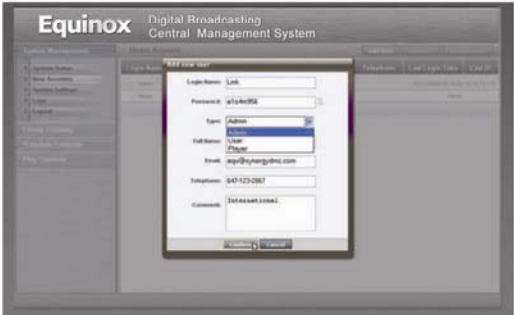
Click **User Accounts** (Two default user accounts showing on the screen, one is admin, and the other is player), and then click **Add User**.

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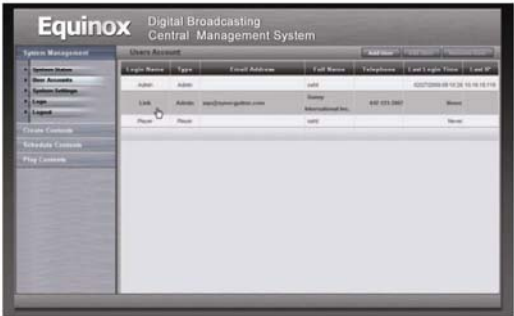
Users Guide

3. System Management



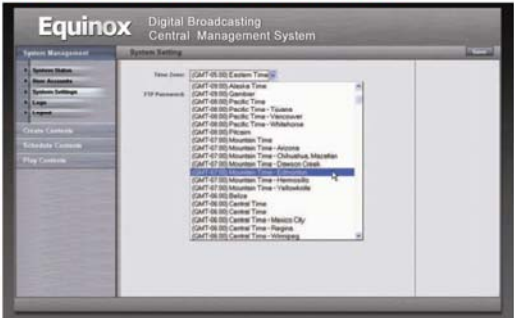
When a pop-up window appears, the user will jump to the new, active window and start filling in the information required and then click **Confirm**. Account information will be sent to the e-mail address typed in the window.

- Users Levels:
- *Admin** - control and manage the whole system, including all user accounts
 - User** - only can manage players and schedule the contents
 - Player** - this account information is used to register the player on the player software.



You will see the new admin, user or player listed on the screen. You can now **Edit User** or **Remove User**.

*3.3 System Settings (Admin Only)



In this window, you can change the time zone (region or country).

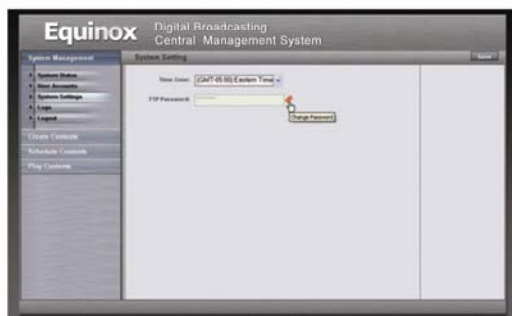
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Digital Signage Contents Management System



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3. System Management



In the same window, you can change the FTP password.



Click **Save..**

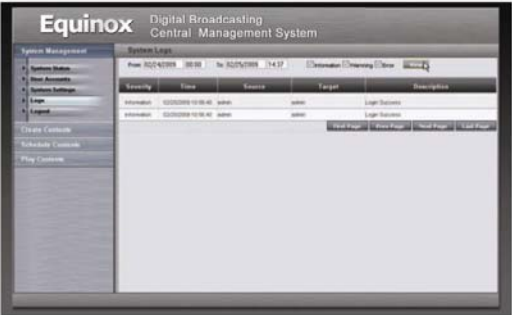
3.4 Logs



System Logs is designed for daily operations of the system. You can filter the log by Information, Warnings, and Errors or any combination of them. Click **View** to have the information that you want to check show on the screen.

3. System Management

3.5 Logout



If you want to log out of the system, just click Logout. The screen will return to the login window.

*3.6 Customers Account Setup (System Integrator Only)



For the System Integrator Plan, you can create your own customer accounts.

To set up a customer account:
Click **Customers** and then click the **Add System** button on the top right corner.



Enter the system information that is required in the pop-up window.

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3. System Management



Enter the customer information that is required in the pop-up window. Click **Confirm**. The account information will be sent to the e-mail address typed in the window



A confirmation message will show up to say the system has been created. Click **OK**.

You will see the new account on the screen. For each new account, you can **Login** to it, **Lock** system, **Edit** the information, or **Delete** this system.

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Contents Management System

Users Guide

4. Create Contents

4.1 Upload and Import Media Files

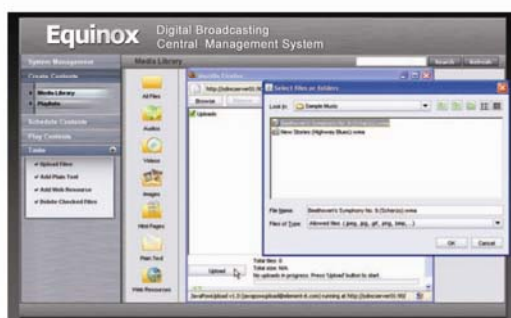


In this section, you will learn how to upload Media Files, and create Playlists.

There are two ways to upload media files, one is using the Media Library, and the other is by using third party FTP software.

To upload files by Media Library:

Click **Media Library**,



Step 1 - Select Upload Files

Step 2 - Click the **Browse** button (next to the **Select Files or Folders** text box).

Step 3 - Select the media file that you want to add. Click **OK**.

Step 4 - Click the **Upload** button.



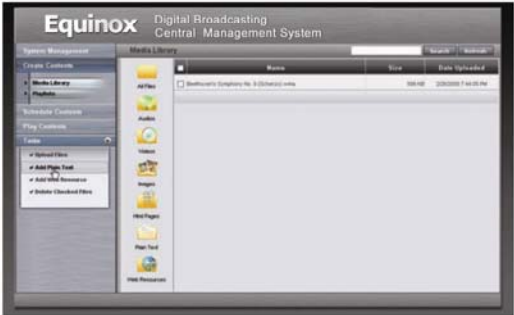
Step 5 - Click **Refresh**. You will see the uploaded media file showing on the screen.

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4. Create Contents



If you want to add text, click **Add Plain Text**.



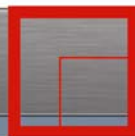
Type the title and text in the box and then click **Confirm**.



Click **Add Web Resource**,

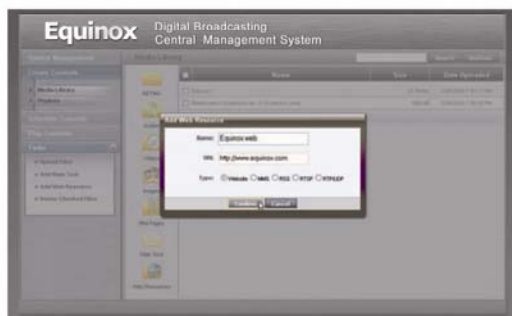
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4. Create Contents



Add name, web URL and choose the type of web resource. Click **Confirm**.



Equinox supports FTP upload function by using third party software.

*(*FTP account information is required.)*

You will see a list of media files on the screen.

*(*All files you upload will be automatically moved to media folder by file type.)*

4.2 Create Playlist



Playlist is a list of media files playing in a specific order.

To create a playlist:

Click **Playlists** on the left panel.

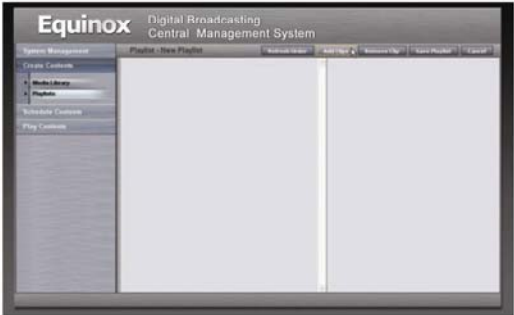
Click **New Playlist** on the top right corner.

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4. Create Contents

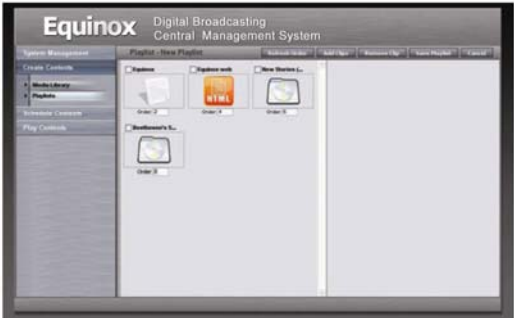


Click **Add Clips**. All media items that are added to media library will show up.

It allows media preview in a thumbnail when you click each clip.



Use Filter or Search the keywords or directly check the files that you want to add on the playlist and then click **Confirm**.



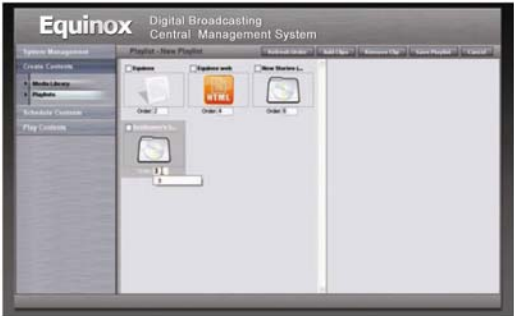
You will now see the selected files on the screen.

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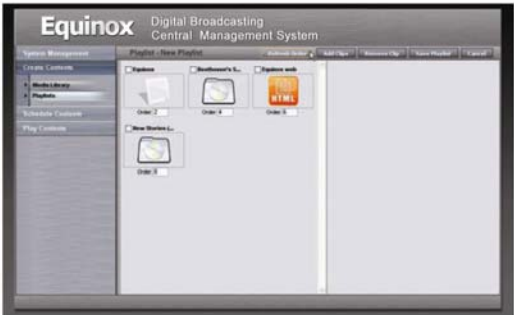
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4. Create Contents



To change the sequence order, just simply enter an order number after the item where you want to place. For example, a playlist that contains 4 items, their order number will be 2, 4, 6, and 8. If you want to put the fourth item to the second slot of the playlist, simply change order number 8 to 3 in order to change the sequence.



Click **Refresh Order**. You will see the new play order on the screen.



For each file, there are advanced options and features to help you fine tune your playlist. All option and features are divided into **Exceptions** and **Options**.

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Exceptions – Defines when you do not want to play this clip. You can define exceptions by date, month, the day of week, the day of month, and the time range. Click **Add Exception**.



Options – Different types of media have different options for detailed adjustment

For example:
For text, the speed you want to show the text on the screen, the looping time, the decoration, size, color, animation, and position you want for the text can all be adjusted in the options.



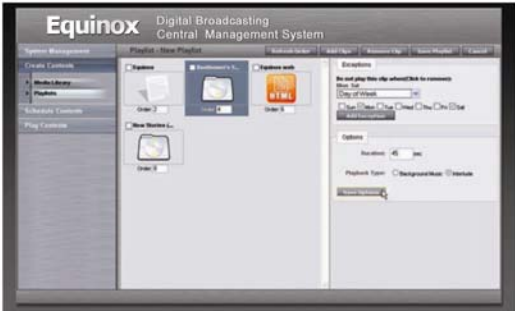
For music files options, you can choose the Playback Type – Background Music or Interlude.

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4. Create Contents



Duration – Determines how long you want to play this clip.



After you have finished defining the settings, click **Save Playlist** and then enter a Playlist Name, and Description, and click **Confirm** in the pop-up window.



A confirmation message will show up to say the new playlist has been saved. Click **OK**.

Back in the Playlists window, you will see this new **playlist** on the screen.

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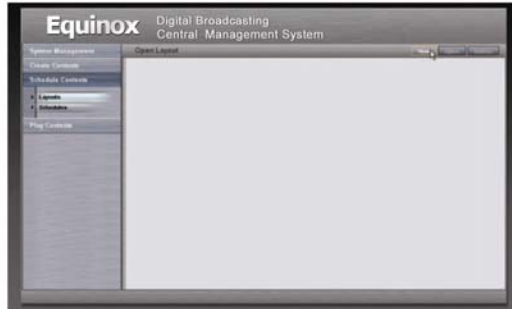


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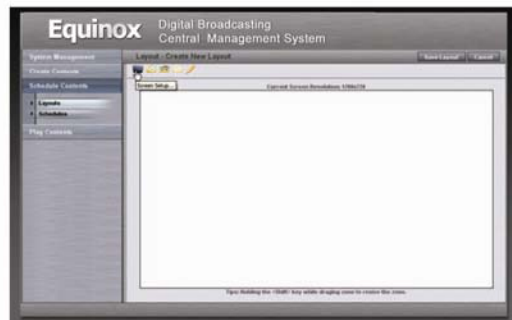
This section will outline how to create and customize your own layouts and set up schedule for these layouts.

5. Schedule Contents

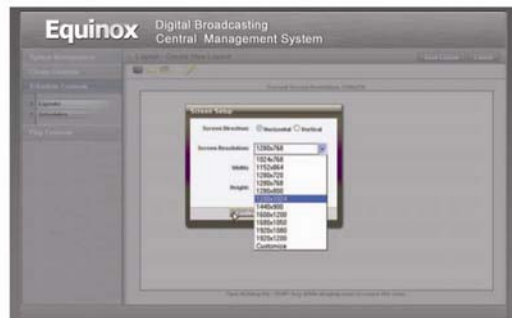
5.1 Create Layouts



Click **Layouts** and then click **New**.



Click **Screen Setup** button.



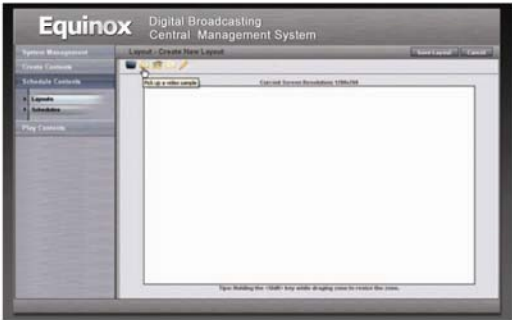
Select the screen direction and resolution from the drop-down list or customize your own resolution. Click **Confirm**.

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5. Schedule Contents



You can add one zone or multiple zones on one layout.

Click the button of **Picking up a video sample** or **Picking up an image sample**.



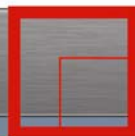
Select the video or image.



The new zone will show up on the layout.

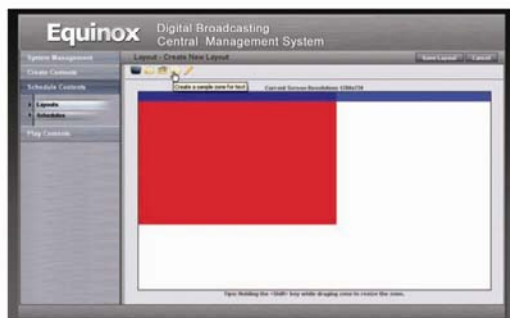
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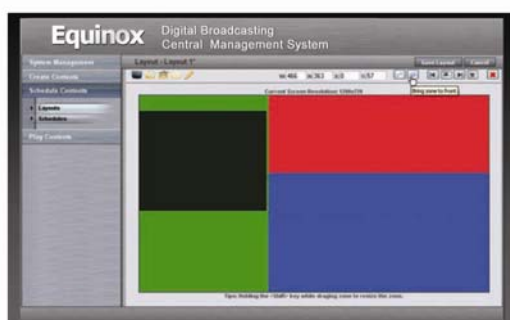
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5. Schedule Contents



Click the button of **Create a sample zone for text**, a new text zone will show up on the top of the layout. To customize zone(s) by clicking the button of **Customize a sample zone size**.

Tips: Holding the <Shift> key while dragging zone to resize the zone or directly changing the position and dimension values.



Click the button of **Send zone to back** or **Bring zone to front** to change the layer of overlapped zones. Use **Left**, **Up**, **Right**, or **Down** arrow to change the position of the zone.



Click **Save Layout**.

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5. Schedule Contents



Enter the new layout name in the pop-up window. Click **Confirm**.



You will see a confirmation message indicate the new layout has been saved.

Back in the **Layouts** window, you will see this new layout on the screen.

5.2 Create Schedule



Schedule means playing specific contents at a specific time.

To create a schedule:
Click **Schedules** on the left panel. Click **New Schedule**. All created layouts will show up in a pop-up window.

Select the layout that you want to schedule and click **Confirm**.

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5. Schedule Contents



You will see the layout show up in the left column of the page.

Now we need to add playlists to the schedule. You can select a playlist from the drop-down list for each zone under **Default Playlist**.

If there are no more playlists defined for the current time, the Player will loop the Default Playlist.

You can set up other playlists for the same zone at different times. Click the button **Add Schedule**, select a playlist from the drop-down list and then click calendar Interface



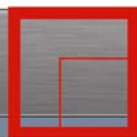
Enter the Start & End date, and how often you want to repeat this playlist. Click **Confirm** once you are done.



Add more playlists in the same way until you have scheduled for the complete day.

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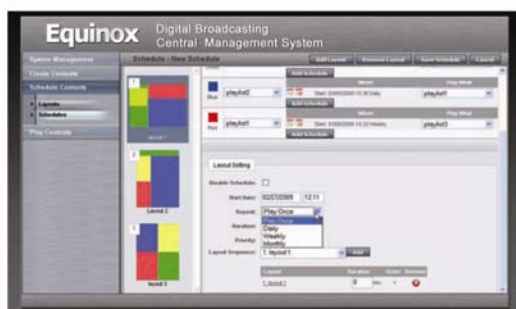
Users Guide

5. Schedule Contents



Now, you have to do the **Layout Setting**. (When you have the layout selected, it will show up in the right window.)

You can set a specific play time for each layout, so they can start at the time you've specified.



Start Date & End Date - The start and end dates define the time range for which the contents will be displayed.

Repeat defines the type of recurrence, including **Play Once**, **Daily**, **Weekly**, and **Monthly**.

Play Once – Set the duration time in seconds for the length of time you want to continue playing this layout.

Daily – Set the time-range or check All Day to play this layout and then choose a number to specify how often the recurrence repeats.

Weekly – Do the same as you would for the Daily type. After that, you have to check the box(s) for which day(s) you want to repeat this layout.

Monthly – You have to select which way you want the recurrence. You can either do the same thing as you would with the Daily type, or you can select the month(s) and which day(s) to repeat layout.

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5. Schedule Contents



Layout Sequence – Allows you to have layouts follow one after the other. From the drop-down list, you will see all the layouts that you selected on the left window. You can select one layout or multiple layouts. Click **Add**. A layout sequence table will show up.



If you want to change the sequence order, simply click that layout and then use up and down arrows to change the order.



You also can set up duration time for each layout in this table.

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5. Schedule Contents



Disable Schedule – Use this feature when you temporarily disable a layout schedule.



Set **Priority** – If the schedules are in conflict between two or more layouts, priorities can help you to determine which layout will be displayed.



When you have completed the schedule, click **Save Schedule**

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5. Schedule Contents



Enter the schedule name in the pop-up window. Click **Confirm**. You will see a confirmation message indicate the new schedule has been saved. Click **OK**.



Click on **Schedules** and you will see the new schedule in the list. If you want to change the created schedule, just click on it to edit. If you want to remove it, click **Delete**.

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Users Guide

In this section, you will learn how to do the player setup and assign schedule.

6. Play Contents

6.1 Player Management



Player Management is used for centrally manage and control players.

TIP: It is easier to schedule playlists when you segment your players into groups.

To set up the player:
Click **Players** in the left panel.



Add Location – Adding locations helps you to organize players geographically.

Click **Add Location** and then enter the details for the client. Click **Confirm**.



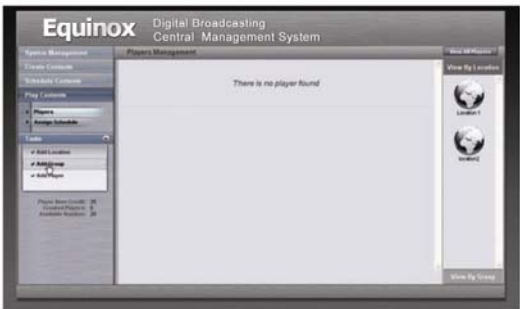
You will see the new created location showing on the right column of the page.

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6. Play Contents



Add Group – Defines a collection of players. You can create a group to manage multiple players together.



Click **Add Group**. Create group name and description. Click **Confirm**.



When you click the tab **View By Group**, you will see the created group show up in the right column of the page.

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6. Play Contents



Then, click **Add Player**.

To add one player, you have to select a location to add this player and then create a name and description for it. Click **Confirm**.



To add multiple players:
First, select a location to add these players.
Then, you have to create a name for these players. Type \$i after playername that will be in the form of Playername \$i. Check the box ☐ - **Add Multiple Players**.

Number of Players – Defines how many players you want to add. But this number is based on your limitation. Also, it will replace \$i to add the sequence number after each player's name.

Start at – Defines the first number you want to start with to add after each player's name.

Click **Confirm**.



You will see new created player(s) on the screen.

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6. Play Contents



Click **Change settings** to edit checked player's properties.



For example, you can change the time zone, how many minutes you want player to check updates, the access port number, the volume level, player location, or modify the players group.



If you want to move player(s) to a group:

Step 1 – Click View All Players

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6. Play Contents



Step2 - Checked the players you want to move

Step 3 - Click **Modify Player(s) Group**



Step 4 - Select the group you want to move player(s) in, click **Confirm**.



After all settings have been defined, you can register each player in the player software by using the player account information.

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6. Play Contents

6.2 Assign Schedule



Assign schedules to different players based on specific location, group, or specific player name. You can click **View All Players** to assign schedules.



You can assign player schedules one by one or schedule multiple players at the same time.



Check the player or group of players on the screen and then select a schedule from the drop-down list beside **Checked Players** at top right corner and then click **Assign Schedule**. If you want to clear these schedules, click **Clear Schedule**.

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Users Guide

7. Player Setup

7.1 Player Installation



After downloading our software, which contains Equinox Player, double click to **Run**.

Entering install and welcome interfaces. Click **Next** to continue.

Choose the installation path you want. Set up and finish, click **Install**.

This screen contains the detail of installing.

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7. Player Setup



At the end of the installation process a confirmation screen is displayed. In this interface, you can choose if run the Equinox Player immediately. Or click **Finish** to exit the installation.

7.2 Register Player



After installation, double click the desktop icon **Equinox Player™**.

Enter **System Name**, **Login Name**, and **Password**, click **Login**.



Select player to register, click **Register Player**.

7. Player Setup



A confirmation message will show up to say the player registration is successfully. Click **OK**. The scheduled content will show up on the screen.



For **Unregister Player**, enter **System Name**, **Login Name** and **Password**.



A confirmation message will show up to say Unregister Player Successfully. Click **OK**.

Equinox™

Contacting



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